VERSION 1.0 - Updated November 2019

# Privacy Policy

By ParsePort



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This privacy policy will explain how the ParsePort organization uses the personal data we collect from you when you use our websites or use any of our services as a customer.

#### ParsePort collects the following personal data:

- Contact information, including name, username, address, telephone number, email and working title
- Invoice information, incl. bank account details of customers

### How do we collect your data?

You directly provide ParsePort with most of the data we collect. We collect data and process data when you:

- Register online for using our products or services.
- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email.
- Send emails to any @parseport.com email addresses
- Use or view our website via your browser's cookies.

## How will we use your data?

ParsePort collects your data so that we can:

- Process your order and manage your account.
- For statistics in an anonymous form

When ParsePort processes your order, it may send your data to, and also use the resulting information from, credit reference agencies to prevent fraudulent purchases.

## How do we store your data?

As a main rule, ParsePort process and store all Personal Data within the EU/EEA.

ParsePort will keep your contact information (name, email and phone number) for up to a year after processing your order. Once this time period has expired, we will delete your data from our databases.

#### What are your data protection rights?

ParsePort would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

- The right to access You have the right to request ParsePort for copies of your personal data. We may charge you a small fee for this service.
- The right to rectification You have the right to request that ParsePort correct any information you believe is inaccurate. You also have the right to request ParsePort to complete the information you believe is incomplete.
- The right to erasure You have the right to request that ParsePort erase your personal data, under certain conditions.
- The right to restrict processing You have the right to request that ParsePort restrict the processing of your personal data, under certain conditions.
- The right to object to processing You have the right to object to ParsePort's processing of your personal data, under certain conditions.
- The right to data portability You have the right to request that ParsePort transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us – see contact info below.

## Privacy policies of other websites

The ParsePort website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

#### Changes to our privacy policy

ParsePort keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 27 November 2019.

#### How to contact us

If you have any questions about ParsePort's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

# Contact information on data controller:

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